

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT III -  
Program Coordination

SALARY GROUP: A13

DEPARTMENT: Rehabilitation Programs Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Wanda Redding DATE: 12/16/2015

POSITION #: 045126

**I. JOB SUMMARY**

Performs complex administrative support and technical program assistance work for the Rehabilitation Programs Division. Work involves disseminating information; maintaining filing systems; and performing administrative support work. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Participates in the planning and execution of an agency program; coordinates work with organizational units of the agency; and assists in the development and maintenance of administrative and technical assistance policies and procedures and manuals.
- B. Prepares and disseminates information concerning agency programs and procedures; prepares, edits, and distributes correspondence, reports, studies, forms, and other documents; prepares, distributes, and maintains statistical reports; performs complex typing and word processing; orders and distributes supplies; and coordinates, maintains, and serves as division liaison for prison store formulary.
- C. Maintains filing, record keeping, and records management systems to include an automated information system; and compiles and enters data for charts, graphs, databases, statistical summaries, and reports.
- D. Researches, composes, designs, and edits agency publications, forms, manuals, and reports; distributes technical program-related information; and provides liaison with agency staff, other agencies and organizations, and the public.
- E. Makes travel arrangements and reservations and prepares related documents.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Graduation from an accredited senior high school or equivalent or GED.
2. Five years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis.
3. Two years full-time, wage-earning experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to review technical data and prepare technical reports.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill in the electronic transmission of communications.

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12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

13. Skill to type 45 words per minute (with no more than 10 errors).

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.